

ADOPTED 2005 BUDGET**DEPT:** PERSONNEL REVIEW BOARD**UNIT NO.** 1120**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 33 of the Milwaukee County Ordinances, the Personnel Review Board consists of five members functioning as a quasi-judicial body to review all disciplinary charges filed by appointing authorities or other persons authorized to file charges alleging that an officer or employee in Milwaukee County classified service has acted in such a manner as to show them to be incompetent to perform their duties or to have merited discipline, demotion, or discharge pursuant to State Statute 63.10 or 63.12; to hear all appeals by non-represented County employees of rulings made in the final step of the established County grievance procedure; to act as final arbitrator over grievances not appealed to arbitration under Union labor contracts; and to act as the "Independent Fact Finder" to determine whether violations of the Ethics Code exist in all cases referred to the Personnel Review Board by the Ethics Board, pursuant to Chapter 9 Code of Ethics, Milwaukee County Ordinances. The Board also reviews the rules, practices and procedures of the Civil Service Commission.

OBJECTIVES

1. To conduct discipline, grievance, and Ethics Code violation hearings in the highest professional, effective, efficient and equitable manner possible.
2. Board members and the Executive Secretary will continue to provide research pertaining to laws, court rulings, arbitrator decisions and personnel trends.
3. The Board will continue to maintain its reputation of being an open and fair citizen hearing body in all cases as regulated by governing statutes and ordinances and, thereby, minimize the chance that their rulings will be overturned on appeals with consequent exposure to liability for the County.
4. The Board will continue to be responsive to the needs of both management and employees resulting in increased productivity in the County personnel system.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 84,384	\$ 87,376	\$ 87,487	\$ 111
Employee Fringe Benefits (EFB)	43,901	58,744	61,631	2,887
Services	19,155	12,276	13,710	1,434
Commodities	558	750	750	0
County Service Charges	17,216	20,731	21,214	483
Abatements	(16,519)	(21,166)	(21,701)	(535)
Total Expenditures	\$ 148,695	\$ 158,711	\$ 163,091	\$ 4,380
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ 148,695	\$ 158,711	\$ 163,091	\$ 4,380

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	13,212	12,798	12,085	(713)
Document Services	611	613	427	(186)
Tech Support & Infrastructure	2,008	3,448	4,020	572
Distribution Services	236	129	183	54
Telecommunications	421	226	224	(2)
Records Center	0	0	0	0
Radio	0	0	0	0
Personal Computer Charges	0	1,145	1,359	214
Applications Charges	31	1,658	2,097	439
Total Charges	\$ 16,519	\$ 20,017	\$ 20,395	\$ 378
Direct Property Tax Levy	\$ 148,695	\$ 158,711	\$ 163,091	\$ 4,380
Total Property Tax Levy	\$ 165,214	\$ 178,728	\$ 183,486	\$ 4,758

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 84,384	\$ 87,376	\$ 87,487	\$ 111
Employee Fringe Benefits (EFB)	\$ 43,901	\$ 58,744	\$ 61,631	\$ 2,887
Position Equivalent (Funded)*	7.0	7.0	7.0	0.0
% of Gross Wages Funded	100.0	100.0	100.0	0.0
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Positions)	0.0	0.0	0.0	0.0

* For 2003, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
None				
			TOTAL	\$ 0

MISSION

The Milwaukee County Personnel Review Board must assure a fair and impartial due process hearing for the discipline or discharge of County employees as provided by law and prescribed under Wisconsin State Statutes 63.10 and 63.12, Chapters 17.207

and 33 of the Milwaukee County Ordinances, and cases referred under Chapter 9, Milwaukee County Ordinances.

ADOPTED 2005 BUDGET

DEPT: PERSONNEL REVIEW BOARD

UNIT NO. 1120

FUND: General - 0001

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits increases by \$111 from \$87,376 to \$87,487. Funded positions remain at the same level as 2004.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred

against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

ACTIVITY AND STATISTICAL SUMMARY				
	2003 <u>Budget</u>	2003 <u>Actual</u>	2004 <u>Budget</u>	2005 <u>Budget</u>
Discipline/Grievance Hearings Placed on Docket	133	133	130	140
Number of PRB Meetings with Hearings	26	26	27	27
Hours Met in Session	83	69	74	71